

1 - Donnelly Financial, LLC, located in Secaucus, NJ is currently looking to hire a Press Operator II. Link to apply: <https://nlx.jobsyn.org/e80c725441c84266835ab1d941529f02159>

Job Description:

Set up, adjust, operate and maintain a Sheetfed or Web multi-color offset press, to print single-color, two-color, and/or multi-color work which includes large solids, screen tints, line and halftones with critical color values and registration requirements ranging from hairline to critical. Operate similarly situated equipment that applies a variety of non-ink based coatings to sheet stock, (Sheetfed Operations). Review job specifications to determine the press setup according to the imposition of the run. Perform all make-ready tasks such as hanging plates, examine plates for imperfections and checks for correct positioning of images, prepping blankets, adjusting tension and register etc. Make necessary color corrections and/or press adjustments prior to production run to meet and maintain the quality specifications of the work. Clean, lubricate, and maintain the press, making minor repairs and replacing worn or broken parts as required. Performs periodic maintenance recommended by the manufacturer. Maintain accurate records, coordinate with supervisors regarding production issues and provide leadership to press team.

QUALIFICATIONS

Requires thorough knowledge of offset printing procedures, materials and specifications, equipment, and safety requirements and skills to perform assignments. Skill to read and understand job specifications and knowledge of press capabilities to determine the most appropriate press usage, press settings and materials needed to run the job successfully. Skill to make a variety of difficult precise settings of controls, settings and adjustments, and to perform routine operational maintenance of equipment. Skill in routine operational maintenance and minor repairs to equipment. Knowledge of the appropriate amount of packing pressure needed to obtain the proper printing pressure for the type of job being run. Skilled to read and understand job specifications and knowledge of press capabilities to determine the most appropriate press usage, press settings and materials needed to run the job successfully.

2 - United Health Group located in Secaucus, NJ is currently looking to hire a Senior Accountant. Link to apply: <https://nlx.jobsyn.org/2a1e2e94c12941c99cf67e193e830ea7159>

The **Senior Accountant** works in the Finance department utilizing hands-on accounting experience and an in-depth understanding of accounting principles and company practices in order to perform complex accounting activities and financial analyses.

Primary Responsibilities:

- Analyze complex financial reports and records
- Make recommendations based on analysis and status of reserves, assets and expenditures
- Review journal entries of Finance support staff to ensure accuracy
- Train and mentor support staff
- Perform variance analyses and prepare account reconciliations
- Assist with financial and tax audits
- Coordinate more complex accounting projects and initiatives with other members of the accounting and finance team or with other departments
- Liaise between Finance team and other managers and directors, serving to enforce and monitor compliance with company-wide accounting policies and procedures.
- Work closely with revenue cycle team and analyze key metrics for financial impact
- Play a significant role in clinic acquisition finance and accounting integration

Required Qualifications:

- NJ CPA License
- Accounting degree or equivalent experience in the Accounting/Finance field
- Excellent communication skills

3 - Duane Reade in Jersey City is currently looking to hire a Stock Associate. Link to apply: <https://nlx.jobsyn.org/b3f1ab375e7145a8bd3fb5c5b0a5f618159>

Job Description:

Stock associates are responsible for all aspects of the receiving area process. Responsibilities include processing incoming and outgoing freight, compiling and maintaining records pertaining to orders, receiving, supplies and equipment.

Essential Duties and Primary Responsibilities include, but are not limited to:

- Utilize merchandise moving equipment such as hand trucks or pallet jacks, to move shipments from receiving platform to storage area.
- Assist with unloading, handling and moving freight as needed.
- Unpack and examine incoming shipments and record overages, shortages and damaged items.
- Compare information on purchase orders and/or shipping notices to goods received to verify accuracy of order and maintain records of the same.
- Attach or change price tags on merchandise.
- Prepare merchandise for the sales floor.
- Deliver processed merchandise to the floor.
- Write, type or enter information into computer to maintain inventory, purchasing, shipping or other records.
- Respond to inquiries regarding entered data.
- Ensure accuracy of documentation of outgoing shipments (i.e. transfer and manifest), and prepare shipments for pickup by weighing and affixing appropriate labels and fill out appropriate paperwork and logs and maintain records of the same.
- Assist in ringing up sales at registers and/or bagging merchandise.
- Any other tasks as assigned from time to time by any manager.
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External Basic Qualifications:

- Must be fluent in reading, writing, and speaking English.
- Requires willingness to work flexible schedule, including evenings and weekend hours.

4 - Enlightened: Beyond Expectation Company is looking to hire a Senior Customer Service Representative for Jersey City.

Link to apply: <https://nlx.jobsyn.org/3bee94e5bc7e4a098d921b582eb3acb6159>

Job Description:

Enlightened, Inc. is an award-winning, HUBZone certified, information technology and business solutions company made up of passionate innovators that are focused on delivering business results. We specialize in the following areas: cyber security, software development and integration, and management consulting.

Summary Enlightened, Inc. seeks a Senior Customer Service Center Representative ("SCSR") for the Port Authority New York New Jersey (PANYNJ) in Jersey City, NJ. The CSR will perform telephone and email-based customer support functions for the Port Authority Trans-Hudson (PATH) SmartLink Card Program.

Job Type: Full-Time; Mondays thru Fridays, 8:30 AM – 5:00 PM

Duties and responsibilities include:

- Answer all cardholder questions via telephone and email according to SmartLink Program terms and conditions, and cardholder usage policies.
 - Maintain a detailed cardholder log organized by cardholder inquiries and call center responses to ensure consistency.
 - Register new cardholders according to fare type classification (i.e., senior, employee, retiree, spouse, contractor, and full-fare) .
 - Input data from various forms into the central database and SmartLink Website via call center computer workstation.
 - Respond to cardholder claims of lost or malfunctioning cards; process card replacement requests; and update central database accordingly.
 - Calculate the specific value of a claim to include recording the specific fare product to replace the lost value utilizing the predetermined trips or days' matrixes.
 - Research all cardholder claims from ticket vending machines and ticket dispensers; run associated reports from fare collection system to substantiate claims; and prepare and submit refund/removal requests to Transit Authority Claims.
 - Prepare and process card packages to include card envelope, card mailer, program brochure, and other supplemental information.
 - Process all new and replacement web orders in accordance with procedures; input web orders into the central database; and complete processing of card packages to include card personalization. .Assist customers with setting up or editing SmartLink Center Web Accounts.
 - Assist customers with all SmartLink Web Account Management activities to include: removing or establishing thresholds; adding or replacing cards to accounts; resetting customer passwords; searching transaction history and card orders; and updating personal cardholder information as requested.
 - Maintain Microsoft Excel spreadsheet for all cards turned into the Center to be destroyed; and update the central database regarding card status, print manifest, and submit to appropriate staff.
 - Assist in the investigation of all incomplete/lost auto-load transactions and provide analysis to supervisory staff to determine resolution.
 - Process product refunds by encoding product using the central database for adding or removing value to Cards. Perform monetary refunds for special circumstances via PATH website, according to refund matrix and established guidelines.
 - Investigate refund requests for service disruptions, multiple deductions, and expired products.
 - Perform a daily review of declined payments for immediate action, including canceling customer automatic replenishment via the website and removing the unpaid product using the central database.
 - Investigate and monitor all incomplete/lost auto-load transactions providing detailed analysis for PATH Supervisor to determine resolution. Update spreadsheets daily.
- Assist the Contractor's Customer Service Center Supervisor with training new hires and other daily tasks, as required.
- Provide accurate analysis of advanced SmartLink Card technical issues, and advise passengers of necessary actions. Assist CSRs with understanding these technical issues for enhanced knowledge of systems.
- Coordinate claims for expiration or reinstatement of pending transactions in the central database .
- Assist with providing timely and accurate responses to passenger email inquiries.

Minimum Qualifications include:

- Three (3) years of internet/telephone-based customer service experience in a call center setting.
- High school diploma or equivalent.

- Proficient in computer-based support functions (e.g., data input, application processing, information retrieval from a computerized database, e-filing).
- Proficient in Microsoft Windows-based software applications (including, but not limited to Microsoft Word and Excel)
- Experience with and understanding of electronic payment processing technology for credit cards and pre-paid cards
- Excellent administrative, interpersonal, customer service, conflict management, and communication skills
- Ability to multi-task and quickly learn

Desired Experience:

- Local or state transportation agency call center experience
- Knowledge of SmartLink Program and Port Authority PATH policies

Candidates must have the ability to satisfy a background check. This includes work experience, education, credit/financial and criminal history records checks and a physical.

5 - Saint Barnabas Health Care System in Jersey City is currently looking to hire a full-time Security Officer for the evening hours.

Link to apply: <https://nlx.jobsyn.org/46d8c982bfcc4688bcd5ef4f583b819f159>

JOB DESCRIPTION:

Provides for the safety and security of patients, staff and visitors; protects hospital buildings, assets and premises as assigned.

REQUIREMENTS:

High School Diploma or equivalent, Associate Degree preferred. Must hold a current and active Driver's License. Position may require to work every other weekend depending on department's needs.

RWJBarnabas Health is an Equal Opportunity Employer

6 - Dr. Ghias Moussa, Internal Medicine Specialist in Jersey City is currently looking to hire a Staff Management Assistant.

Link to apply: <https://nlx.jobsyn.org/728091d8763c4225b2a9836bdbd3410b159>

Job Description:

Assist with office operations. Interview, scheduling, hire/fire, and performance evaluations of support staff. Assess and process office needs (insurance, licenses, IT). Order supplies. Banking (deposits preparation and reconciliations). Assist with budget preparation and payroll data. Inventory control.

Instructions :

Please mail resume and salary requirements to: Ghias Moussa M.D., P.A., Attn: Mr. Moussa, 30 Greenville Avenue, Suite B, Jersey City, NJ 07305.